

UNITED STATES DISTRICT COURT  
NORTHERN DISTRICT OF GEORGIA

Human Resources Office  
75 Spring Street, SW, Rm 2013  
Atlanta, GA 30303-3309  
Vacancy Announcement: 12-11  
Opening Date: July 19, 2012  
Closing Date: August 20, 2012, or until filled



**GENERALIST DEPUTY CLERK**  
**(Docket Clerk)**  
**CL 24/25**  
**Starting Salary \$35,900 - \$64,482**  
**depending upon experience**  
**More than one position may be filled**

THE UNITED STATES DISTRICT COURT CLERK'S OFFICE, ATLANTA DIVISION, HAS AN **IMMEDIATE OPENING** FOR A **GENERALIST DEPUTY CLERK - DOCKETING SECTION**.

**REPRESENTATIVE DUTIES MAY INCLUDE:**

Makes summary entries of all documents and proceedings on the docket, including, but is not limited to, pleadings, petitions, motions, complaints, minutes, and orders. Assists in case management; prepares and transmits items such as notices, judgments and orders to appropriate parties, informs parties when a judgment or appealable order is entered on the docket; answers inquiries on case status; opens cases upon receipt of initiating documents, such as complaints, indictments, or petitions; closes cases upon receipt of terminating documents; performs quality control reviews of electronically filed pleadings noting errors and following appropriate procedures to correct; responds to questions and requests for assistance from members of the bar on the use of electronic case filing; reviews e-filed documents that require action by the court or docket clerk and takes appropriate action; and performs all other duties as may be assigned.

**GENERAL EXPERIENCE:**

Progressively responsible clerical or administrative experience which provided a knowledge of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position, such as filing, telephone usage, typing, record keeping, compiling and reporting statistical data, making detailed, accurate entries using computer/PC equipment. (*Proficiency in and ability to do frequent/continuous keyboarding is a requisite for the position.*) To be appointed at CL 24, the successful candidate must be a high school graduate or equivalent and possess one or more years of specialized experience equivalent to work at CL-23 level. To be appointed at CL 25, the successful candidate must possess one or more years of specialized experience equivalent to work at CL 24 level. College degree preferred.

**SPECIALIZED EXPERIENCE:**

Progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social services organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations.

**SPECIAL REQUIREMENTS:** Applicants will be required to lift up to 40 pounds (volumes of case files, boxes to be archived, etc.).

**NOTICE TO APPLICANTS:** Employees of the United States District Court are appointed in the excepted service, are considered “at-will” employees, and serve at the pleasure of the Court. All clerk employees are required to adhere to a Code of Conduct, copies of which are available upon request. As a condition of employment, the selected candidate must successfully complete a background investigation with law enforcement agencies, as well as a check of financial and credit records. Any position offer will be considered provisional until a full suitability determination can be made. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. Applicants must be a United States Citizen or eligible to work in the United States.

The United States District Court is a part of the Judicial Branch of the United States government. Although comparable to the Executive Branch (civil service) in salary, leave accrual, health benefits, life insurance benefits, and retirement benefits, generally court employees are not subject to the many statutory and regulatory provisions that govern civil service positions.

**APPLICANT INFORMATION:** To apply for this position, qualified applicants should submit: 1) an application for Judicial Branch Federal Employment, Form AO 78 (available from the Court’s website at <http://www.gand.uscourts.gov/employment>); 2) a cover letter addressing qualifications and relevant experience; and 3) a chronological resume including education, employment and salary history. Completed package should be submitted electronically to [HR\\_GAND@gand.uscourts.gov](mailto:HR_GAND@gand.uscourts.gov) or via mail to **United States District Court, Attn: Human Resources Manager, Vacancy #12-11, 75 Spring Street, SW, Room 2013, Atlanta, GA 30303-3309**. All applicants will be screened to identify the best qualified and suitable candidate. A skills assessment test will be administered. Only the best qualified candidates will be invited for the skills assessment test. Interview and relocation expenses are not reimbursable.

**EQUAL OPPORTUNITY EMPLOYER**